

**Request for Proposals (RFP) for
Funding Availability:
City of Charlotte
Emergency Solution Grant
April 15, 2019**

Overview

This serves as official notice that City of Charlotte Housing & Neighborhood Services (“HNS”) or are soliciting for projects that serve homeless individuals and families with children. Funds available are the City’s Emergency Solutions Grants funds. Eligible housing must be permanent housing with the understanding that supportive programs are intended to improve residents’ quality of life

This RFP provides a streamlined process for HNS to review applications and award funding to organizations most qualified to address the target population’s needs.

Funding Availability

For the purpose of this RFP, HNS anticipates allocating approximating **\$450,000** for emergency shelter operations & service, homelessness prevention, street outreach, homeless management information services (HMIS), and rapid rehousing. Funds are available for **one fiscal year, and may be subject to City Council’s final approval**. More information about these activities can be found at HUD Exchange, Emergency Solutions Grant Program (<https://www.hudexchange.info/esg/>.)

Information Session

Organizations interested in applying for funds are strongly encouraged to attend information sessions. During the Application Information Session, the HNS will provide an overview of the RFP, provide information on each of the available funds, and provide details on the application process. Additionally, information will be provided on Contract Requirements and HMIS session that will provide an overview of the contract requirements (including invoicing) and utilizing the Homeless Management Information System (HMIS).

Application Information Session*

April 23, 2019

2:00pm – 3:30pm

Housing & Neighborhood Services

Old City Hall

600 E. Trade Street

Wilmore Room

(Parking is available in the Char-Meck Government Center Deck at the corner of 4th St. & Davidson St. Bring parking ticket in for validation)

***This Session will also include information on contract requirements and HMIS.**

Timeline for RFP Submission and Award

Activity	Date
Application Released	Monday, April 15, 2019
Application Information Session	Tuesday, April 23, 2019, 2:00pm -3:30pm
Application Submission deadline	Wednesday, May 15, 2019, 5:00pm
Proposal Selection and Funding Award	June 2019

Submission of Questions

Any questions about this RFP must be submitted in writing. All questions shall be directed to: Rebecca Pfeiffer, HNS Program Coordinator via rpfeiffer@charlottenc.gov.

Application Submission Deadline

**Proposals must be received on or before:
Wednesday, May 15, 2019
5:00pm**

1. Submit one original package with signatures to:
Rebecca Pfeiffer, City of Charlotte Housing and Neighborhood Services
600 E. Trade Street, Old City Hall, Charlotte NC 28202

Note: Proposals may be mailed, sent by overnight express, or hand-delivered. Faxed applications will not be accepted.

2. Submit one electronic copy to:
Rebecca Pfeiffer, rpfeiffer@charlottenc.gov.

Note: Faxed applications will not be accepted.

Submission Applications and Forms

Every applicant is required to submit the following document:

- **Form A:** Application Coversheet
- **Form B:** Funding Request Application
- **Attachment 1:** Financial Audit (most current)
- **Attachment 2:** Current Year operating budget (Include Revenues and Expenditures)
- **Attachment 3:** E-Verify Certification
- **Attachment 4:** Data Quality/Completeness Report for March 2019 (if currently using HMIS)
- **Attachment 5:** If Domestic Violence provider, statement on how HMIS requirements will be met.
- **Attachment 6:** Match verification document

All document and forms are also available at:

<https://charlottenc.gov/HNS/Housing/HAB/Pages/Emergency-Solution-Grant-Funding-Opportunity.aspx>